End of School Year Teacher Check-Out Form

Please complete the End of Year Check Out Form before exiting campus for your summer break. You may begin this form early if you wish but it must be submitted along with your classroom and apartment keys as well as card key prior to exiting campus for your summer break.

Each teacher is responsible for obtaining the required signatures. Once the required signatures have been obtained please see the Head of School for “Final Approval”

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| Teacher’s Name (Please Print) | Date Form Completed | | |
| Item | | Person Responsible | Initial | |
| Grades and comments exported to Administrator Plus. | | Lilian Chen |  | |
| Curriculum, Lesson Plans, Mapping and WASC documentation complete, up to date and provided in either hard copy or digital format to appropriate administrator. | | Mr. Bretherton and/or Dr. Hudson |  | |
| Summer contact information form completed | | Shirley Xia |  | |
| Library clearance for all borrowed materials | | Ms. Kateryna Centers |  | |
| List of any lost or damaged teaching materials including textbooks to appropriate administrator.. {Student fines or fees due provided.] | | Mr. Bretherton and/or Dr. Hudson |  | |
| List of students borrowing teaching materials, including textbooks, for summer study along with list of materials to appropriate administrator. | | Mr. Bretherton and/or Dr. Hudson |  | |
| Inventory of all technology items in classroom including computers, printers, peripherals, etc. [Separate form provided.] | | Mr. Xu |  | |
| Inventory of all textbooks and supplemental course materials provided to appropriate administrator. | | Mr. Bretherton and/or Dr. Hudson |  | |
| Teaching materials placed on appropriate shelving in classroom (if not end of year) or placed appropriately in resource room (if end of year) | | Mr. Bretherton and/or Dr. Hudson |  | |
| Room condition left in good condition– all materials stored appropriately and walls clear of any materials. All personal materials either removed or placed for storage – nothing on shelves or in desk. The appropriate administrator makes the room check. | | Mr. Bretherton and/or Dr. Hudson |  | |
| Request for custodial work / maintenance to be completed in classroom submitted. | | Jacky |  | |
| Keys returned (label all keys for doors, desks, cabinets) | | Jacky |  | |

**AIAN Staff Check Out List for Apartment/School**

**Teacher Name: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Each item is to be initialed by a member of the Leadership Team before final pay issued. The last stop is Business Manager for signature and salary clearance.**

1. **\_\_\_\_\_\_ All files and/or digital materials copied to appropriate teacher file on X Drive.**
2. **\_\_\_\_\_Apartment inventory and keys including door-card keys**
3. **\_\_\_\_\_Utilities payment (electricity/water/telephone/gasoline) up-to-date.**

According to Employee Contract, section 9, paragraph I …

*“AIAN will hold Employee responsible for any outstanding expenses incurred and left unpaid, and may withhold or offset the corresponding amounts from the salary, benefits or entitlements of the Employee.”*

1. **\_\_\_\_\_School ID** (if applicable)
2. **\_\_\_\_\_Club House Membership Card**

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| **Mr. Mark Bretherton, Head of School** |  | **Date Signed** |

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| **Ms. Rachel Jiang, Business Manager** |  | **Date Signed** |